

**NUTS and BOLTS**  
**Special Districts Board of Director Training**

**Agenda**

**Board of Supervisors' Room, Coconino County**  
**219 Cherry Ave, Flagstaff, AZ 86001**

**March 16, 2007**  
**10:00-12:30 PM**

**March 29, 20007**  
**6:00-9:00 PM**

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| 1. Special Districts                                 | Lucinda Andreani |
| a. Welcome and Introductions                         |                  |
| 2. County Attorney's Office                          | Jean Wilcox      |
| a. Open Meeting Law                                  |                  |
| b. Ethics  |                  |
| 3. Clerk of the Board of Supervisors                 | Wendy Escoffier  |
| a. Public Records and Filings                        |                  |
| 4. Treasurer   | Bonny Lynn       |
| a. Role of Treasure's Office                         |                  |
| 5. Elections   | Candy Owens      |
| a. Election Issues                                   |                  |
| 6. Finance   | Andy Bertelsen   |
| a. Budget and Accounting Deadlines                   |                  |
| b. Fee Schedule                                      |                  |
| 7. Assessor  | Chris Mazon      |
| a. Assessor's Role in the Creation of Fire Districts |                  |